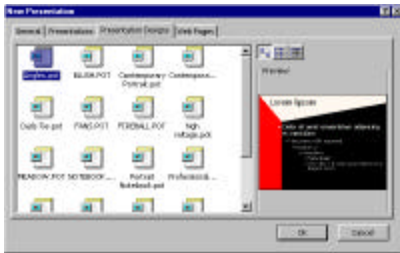
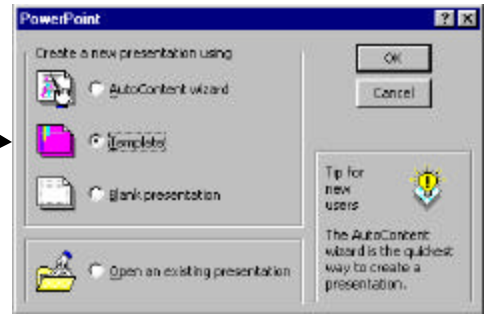


Creating with Microsoft PowerPoint

A. Getting Started

1. Open the program **Microsoft PowerPoint**
2. Click on the **Template** button
3. Click **OK**



The **Presentation Designs** menu will appear.

This menu contains pre-designed slide show master files for your slide show.

4. Click on a file to preview it.
5. Select a master by clicking **OK**.

B. Save the Presentation

1. Click on the **File** menu and select **Save**.

2. Select Desktop



4. Click **Save**

3. Name the Presentation

Slide 1 - Title Slide

C. Add a Title

1. Click in the box that states "Click to Add Title."
2. Type in a title.
3. Click in the box that states "Click to Add Subtitle."
4. Type in your name or a subtitle.

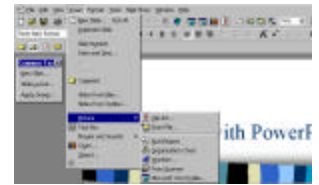
Tip: You may reposition the title by clicking on it and then dragging it to a new position.



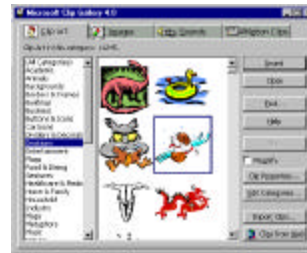
Note: If you do not want the subtitle box, click on it one time to select it. Hit the Delete button on your keyboard.

D. Add Graphics

1. Click on the **Insert** menu and select *Picture*.
2. A submenu will appear.
 - 2a. If you want to use the **Microsoft clipart**, slide over and select *Clipart*.

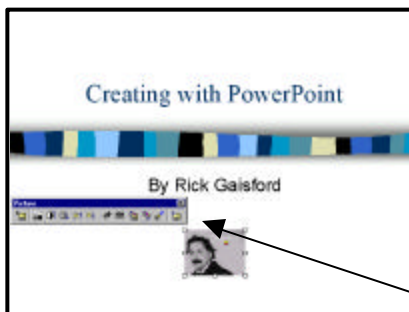


A window will appear. When you want, click on it and then click **Insert**.



find a graphic you

- 2b. If you want to use graphics from **another source**, select *From File*.
 You have to know where the graphic file you want is located.
 (Floppy disk, Desktop, CD-ROM etc...)
 When you find the graphic file, double-click it.
3. The graphic will appear on your slide.



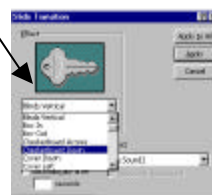
4. To **resize** the graphic, position the cursor over one of the small squares at the corner of the graphic. Click and drag toward the center to reduce the graphic.
5. To **reposition** the graphic, click in the center of it and drag it to the desired position.
6. Use the Picture menu bar to make changes to your graphic

E. Slide Transitions

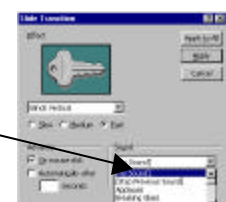
Transitions control how are introduced. The Normal (default) transition advances slides instantly. You can change the transition to a variety of special effects, such as Checkerboard, Dissolve, and various Covers.

1. Click on the **Slide Show** menu and select *slide transition*.
2. Highlight a desired transition and let go.

Note: A preview of the transition will appear above the the list of transition choices. This transition will play when upon arriving to this slide.



3. You may also select a speed for the transition (fast, medium, slow)
4. From this same screen you may also select a sound that will play



when you arrive to this slide.

5. When you have made your choices, click **Apply**.

Note: Clicking **Apply to All** sets that transition and for each slide in your show.



sound


F. Make a New Slide

1. Click on the **Insert** menu and select *New Slide*.
2. Select the layout you want to use for the new slide.
3. Click OK


G. Save the Presentation Again

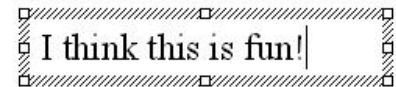
You should have already saved the presentation once (Step B). To save the additions and changes you made to the presentation, click on the **File** menu and select *Save*.

Note: **Do Not** select *Save As*.

You can also click on the  icon on the top toolbar to save changes.

H. Add Text


1. Click the  on the menu bar.
2. Click the mouse on the screen where you would like the text to begin.
3. Type the information in the box that you want on that slide.

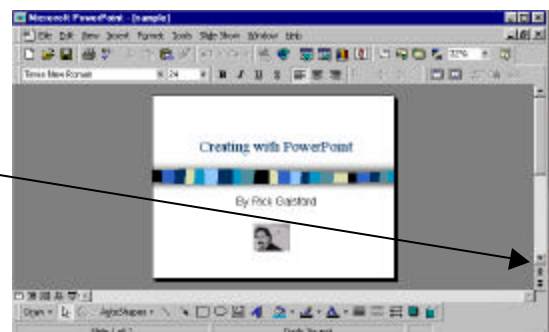


Tip:

1. If the text box tool is not at the bottom of the screen, click on the *View* menu, *Select toolbars*, click on *drawing*.
2. The text area will increase as you add text. You may want to decrease the size of the font to allow for more text. You should never go smaller than a size 18 font.

I. View a Pre-existing Slide

1. Use the scrollbar to go between slides.
2. Use the double arrows  at the bottom to jump directly to the next or previous slide.



J. Slide Outliner

Use the Slide Outliner to create your slide show as an outline. Once you have created your slide show in Outliner, you can return to the Slide Editor to add Clipart, data charts, organization charts, and other objects to the slides in your show.

Click the Slide Outliner button found on the bottom of your screen.



K. Slide Sorter

Use the Slide Sorter to display a thumbnail sketch of each slide in your slide show.

1. Click the Slide Sorter button found on the bottom of your screen.
2. Double click a slide to edit it in the Slide Editor.
3. Select and drag slides to change the slide order.



L. To Preview a Slide

To check the appearance, transition, sound, and so on of the current slide you are editing.

1. Click the slideshow button found on the bottom menu bar of your screen.
2. To return to the editor, click the **Esc** key



M. Change the Background

If you want to change the background for your whole presentation, click:
(This is found on your top menu bar.)

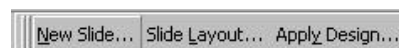


N. Change the Layout

To change the **Layout** for the slide you are working on, click:
(This is found on your top menu bar.)



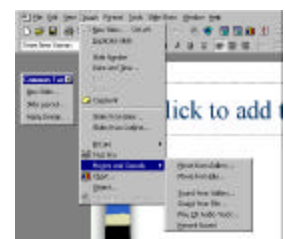
Tip: Use the **Common Tasks** box to add a new slide, change the background or layout. This shortcut will appear on the menu bar or as a floating box.



O. Insert a Movie File

You can insert .AVI, .MOV, .MPEG, .QT movie files into PowerPoint. (.MOV & .MPEG require a driver to be installed to play them correctly.)


1. Click the **Insert** menu and select **Movie and Sounds**.



2. From the submenu select *Movie from File*.
3. Select the movie file you want to insert. Of course you need to know where the movie is located (i.e. Desktop) and click the **OK** button.
4. Click on the movie window and **reposition** it or **resize** it. (See Step D.)
5. Double-click on the movie window to preview it.

Be sure to save the changes to your presentation. Click on the **File** menu and select *Save*.

P. Run Your Presentation

1. Move to the first slide.
2. Click on slideshow button  which is found on the bottom menu bar of your screen.

*Another way: click on the **Slideshow** menu, select **view show**.*

3. To advance each slide click the mouse anywhere on the slide or press the Spacebar.
4. You can press Esc anytime during playback to exit your slide show.
5. To play a movie clip, click on the play icon, or click on the movie.
(What you do depends on which properties you selected.)
6. Sit back, be amazed, applaud yourself, for you have successfully created a presentation.

Check out these web sites for more tutorials on PowerPoint:

<http://www.orst.edu/instruct/ed596/ppoint/phome.htm> Oregon State University
<http://cimic.rutgers.edu/~holowcza/classes/baruch/2200/powerpoint> Rutgers University
<http://sunsite.net.edu.cn/tutorials/tmg-power/htoc.htm> Sun's 10 minute guide to Ppt
<http://www.utexas.edu/cc/training/handouts/powerpoint.html> University of Texas
<http://slim.emporia.edu/RESOURCE/ppoint/ppguide.htm> SLIM Ppt tutorial
http://www.ahsc.arizona.edu/ahsc_phx_campus/powerp.htm University of Arizona

Check out these web sites for Images:

<http://cgl.microsoft.com/clipgallerylive/default.asp?ea=1> Microsoft's Clip Gallery of Clip Art
<http://www.looksmart.com/eus1/eus52213/eus156402/eus156581/eus64225/> Looksmart's Collection

Also go to Alta Vista search engine....search for clips by media type and by keyword

<http://www.altavista.com/>